

AMENDMENT #2 BETWEEN THE PENNSYLVANIA DEPARTMENT OF HEALTH AND  
YORK CITY BUREAU OF HEALTH

(Name)

WHEREFORE, in witness of the covenants set forth below on the attached pages, the parties have affixed their signatures hereto:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Title

\_\_\_\_\_  
Print/Type Name

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Title

\_\_\_\_\_  
Print/Type Name

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Pennsylvania Department of Health

Approved as to form and legality:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Office of Legal Counsel  
Pennsylvania Department of Health

AND  
BY: Not Required \_\_\_\_\_ DATE: \_\_\_\_\_  
Office of General Counsel  
Commonwealth of Pennsylvania

AND  
BY: Not Required \_\_\_\_\_ DATE: \_\_\_\_\_  
Office of Attorney General  
Commonwealth of Pennsylvania

I hereby certify that funds are available in the amount(s) and in the appropriation symbol(s) as shown below:

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Comptroller  
Public Health and Human Services

**Giselle Hallden, Project Officer**  
717-772-2762

**Bryle Zickler, Alternate Project Officer**  
717-772-2762

**SAP#: 4100065633**

**GRANT AMENDMENT #2 BETWEEN THE PENNSYLVANIA  
DEPARTMENT OF HEALTH**

**AND  
YORK CITY BUREAU OF HEALTH**

THIS AMENDMENT to the Agreement, hereinafter referred to as "Amendment", is made by and between the Commonwealth of Pennsylvania, Department of Health, hereinafter referred to as "Department", and York City Bureau of Health hereinafter referred to as "Grantee."

WHEREAS, the Department and the Grantee entered into a Grant Agreement ("Agreement"), effective July 1, 2014 through June 30, 2017, for the purpose of the Grantee to provide maternal and child health services to families in need in York City; and

WHEREAS, the parties now desire to amend the Agreement, as more fully set forth herein; and

WHEREAS, the Department has the power and duty to protect the health of the people of this Commonwealth, and to determine and employ the most efficient and practical means for the prevention and suppression of disease pursuant to 71 P.S. §532; and

WHEREAS, the Department is in receipt of or anticipates receipt of Federal funds or state funds or both pursuant to 71 P.S. §532 to provide for the purposes of this Amendment, and this Amendment is contingent upon appropriation and receipt of such funds.

WHEREAS, this Amendment is not subject to the Commonwealth Procurement Code, P.L. 358, No. 57, May 15, 1998, 62 Pa.C.S.A. §101 et seq., (Act 57).

NOW, THEREFORE, the parties, intending to be legally bound, hereby agree as follows:

**I. AMENDMENT TERM**

This Amendment shall be effective from July 1, 2016 through June 30, 2017, subject to its other provisions, and the availability of funds, whether state or Federal unless terminated earlier by either party according to the termination provisions of the Agreement.

**II. AMENDMENT AMOUNT**

Subject to the availability of funds, whether state or Federal, and the other terms and conditions of this Amendment, Department will make payments up to the new maximum Agreement amount of \$260,512.

**III. FUNDING SOURCE(S)**

Pursuant to Management Directive 305.21, *Payments to Local Governments and Other Subrecipients*, Department must identify the amounts of Federal and state funding it provides to Grantees. This identification follows and includes the breakdown of Federal and state dollars provided and the related Federal and state financial assistance program name and number:

<u>Amount</u>	<u>CFDA#</u>	<u>Federal Granting Agency/Division</u>	<u>Federal Grant Program Title</u>
\$57,244	93.994	DHHS/HRSA	MCH Services Block Grant

**IV. APPENDICES AND ATTACHMENTS**

The following Appendices and Attachments are incorporated into and made a part of this Amendment and the original Agreement and any subsequent amendments to that Agreement. The parties agree to be bound by these Appendices and Attachments:

- A. Appendix A-2 - Amended Work Statement** supplements Appendix A-1 of the Agreement.
- B. Appendix C-3 - Budget** replaces Appendix C-1 of the Agreement for the time period July 1, 2016 through June 30, 2017.
- C. Appendix D-1– Program Specific Provisions** supplements Appendix D of the Agreement.

**V. INCORPORATED DOCUMENTS**

Grantee acknowledges having reviewed a copy of the following documents, which are available at <http://www.health.pa.gov/vendors>. These documents are incorporated by reference into and made a part of this Amendment:

- A. Standard General Terms and Conditions (Rev. 2/15)**

**VI. ADDITIONAL TERMS AND CONDITIONS**

All other terms and conditions of the original Agreement and any subsequent amendments to that Agreement not changed by this Amendment shall remain in full force and effect.

**SAP #4100065633****Appendix A-2****AMENDED WORK STATEMENT****I. Specific Tasks**

Section (I)(B) of Appendix A, "Work Statement," as amended by Appendix A-1 of the Agreement is hereby deleted in its entirety and replaced with the following:

- B. The Grantee shall partner with the evidence-based Safe Sleep initiative run by the York Hospital and use literature and education consistent with their program both in the prenatal encounters as well as during the structured postpartum visit, including the demonstration of sleep practices in the home.
1. The Grantee shall contact local partners and coordinate efforts for consistent education in safe sleep practices with women enrolled in the City of York's Maternal and Child Health (MCH) Outreach program.
  2. The Grantee shall provide women with education on Safe Sleep during each prenatal encounter and during the post-partum visit, reinforcing consistent education from various sources throughout pregnancy and hospitalization.
  3. The Grantee shall assist women in obtaining appropriate sleeping environments as needed.
  4. The Grantee shall expand efforts in novel communication with pregnant clients including social media, such as "text4baby".
- C. The Grantee shall utilize the Surgeon General's Call to Action to Support Breastfeeding, by engaging women referred to the Health Bureau. Obstetrical offices and other health care providers forward Obstetrical Needs Assessment Forms to the Health Bureau at scheduled times during the pregnancy and post-partum period. The Grantee shall do the following for women referred:
1. Strengthening Mother-to-Mother support –
    - i. The Grantee shall provide pregnant and nursing mothers with the Susquehanna Valley Breastfeeding Coalition's flyer to inform them of support group meeting dates, times and locations in each encounter with the woman.
    - ii. The Grantee shall inform women participating in the Maternal Child Outreach Program that Women Infants and Children (WIC) has a lactation consultant available to assist them with breastfeeding.
  2. Supporting Community Based Organizations
    - i. The Grantee shall support the Susquehanna Valley Breastfeeding Coalition by being a member and providing space for their meetings in York City.
    - ii. The Grantee shall attend 75% of the coalition meetings.
  3. Supporting Breastfeeding at Workplaces
    - i. The Grantee shall reach out to a minimum of 10 employers annually to assess their compliance with the Federal lactation law.
    - ii. The Grantee shall provide assistance with policies or supplies or both to establish secure, clean locations for women to breast feed or pump during work hours for employers requesting assistance.
  4. Other support
    - i. The Grantee shall assess present literature available in both English and Spanish and develop a core set of patient education materials in English and Spanish.
    - ii. The Grantee shall support consistent messaging with local hospitals and community partners and utilize social media (Facebook and Twitter) to disseminate at least four messages per year on the importance of breastfeeding.

- iii. The Grantee shall discuss the importance of breastfeeding during the first and second prenatal visits, providing literature at both.
    - iv. During the post-partum visit, the Grantee shall assess mother's breastfeeding or having breastfed the child for any length of time.
- D. Grantee shall require that staff complete the following throughout the duration of the Grant Agreement.
  - 1. The Grantee shall attend one state, regional or national conference related to MCH to network with peers, learn new and innovative MCH strategies, and gain knowledge of evidence based models and approaches to improve the program.
  - 2. The Grantee shall be trained in and utilize the Institute for Health and Recovery's Integrated 5 P's Tool. Women shall be referred as necessary for mental health services, substance abuse assessment and intimate partner violence (IPV) counseling.
  - 3. The Grantee shall be trained in and utilize motivational interviewing techniques.
- E. Health Disparities Initiative – The Bureau of Family Health (Bureau) is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child, and adolescent population. Therefore the Grantee shall:
  - 1. Develop a plan to identify, address and eliminate health disparities in the populations served by Title V. The plan shall be developed within the first year of the Grant or no later than by the end of the calendar year in which the Grant was amended. The plan shall be reviewed and updated annually.
  - 2. Align their work plan with the goals and strategies of the *National Stakeholder Strategy for Achieving Health Equity*.
  - 3. Participate in local, regional and statewide efforts and initiatives to mitigate or eliminate health disparities as requested by the Bureau. Participation may be in person, via telephone or via webinar and may include presentations.
  - 4. Include in all required reports to the Bureau a brief summary of work plan activities conducted during required reporting periods.

## II. Timelines

- A. The tasks included in paragraph I (A – E) above shall be completed by June 30, 2017.

## III. Evaluation Component

Section (IV) ("Evaluation Component") of Appendix A, "Work Statement as amended by Appendix A-1 of the Agreement is hereby deleted in its entirety and replaced with the following:

Outcome Measures – the Department will evaluate the Grantee's program performance through the following:

- A. Percent of adolescents/women engaged in family planning after delivery;
- B. Percent of adolescents/women who talked with a healthcare professional about birth spacing/birth control methods;
- C. Number of individuals trained on motivational interviewing;
- D. Number of programs receiving breastfeeding information and messaging;
- E. Number of media events conducted around breastfeeding;
- F. Number of families educated on safe sleep practices;
- G. Number of hospitals certified in safe sleep practices;
- H. Number of Title V funded women who are screened for behavioral health; and
- I. Percent of women who talk with a home visitor about IPV.



**Appendix C-3**  
**BUDGET SUMMARY**

York City Bureau of Health  
4100065633  
July 1, 2016 - June 30, 2017

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>A2</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	53,785.31	40,645.65	94,430.96
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	486.07	8,933.05	9,419.12
<b>VII. TRAVEL</b>	650.00	1,850.00	2,500.00
<b>VIII. OTHER COSTS</b>	12,834.62	5,815.30	18,649.92
<b>TOTAL</b>	67,756.00	57,244.00	125,000.00







**Appendix C-3**  
**York City Bureau of Health**  
**4100065633**  
**July 1, 2016 - June 30, 2017**

Categories	Original Budget	A2	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours	Original Budget	A2	Total Budget
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
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					-
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total</b>			-	-	-

**III. SUBCONTRACT SERVICES**

					-
					-
					-
					-
					-
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					-
					-
					-
					-
					-
<b>Total</b>			-	-	-

**Appendix C-3**  
**York City Bureau of Health**  
**4100065633**  
**July 1, 2016 - June 30, 2017**

Categories	Original Budget	A2	Total Budget
<b>IV. PATIENT SERVICES</b>			
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>Total</b>	-	-	-

<b>V. EQUIPMENT</b>			
	<u>Quantity</u>	<u>Unit Cost</u>	
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>Total</b>			-

<b>VI. SUPPLIES</b>			
Office Supplies		200.00	200.00
Program Supplies		262.92	262.92
			-
Amendment 1			-
Office Supplies		23.15	23.15
			-
Amendment 2			-
Office Supplies			4,142.08
Computer Supplies			3,442.92
Program Supplies			1,348.05
			-
			-
			-
<b>Total</b>		486.07	8,933.05
			9,419.12

**Appendix C-3  
 York City Bureau of Health  
 4100065633  
 July 1, 2016 - June 30, 2017**

Categories	Original Budget	A2	Total Budget
<b>VII. TRAVEL</b>			
Mileage	650.00		650.00
			-
Amendment 2			-
Mileage		350.00	350.00
Lodging		850.00	850.00
Subsistence		150.00	150.00
Airfare		350.00	350.00
Parking/Tolls		150.00	150.00
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>Total</b>	<b>650.00</b>	<b>1,850.00</b>	<b>2,500.00</b>
<b>VIII. OTHER COSTS</b>			
Office Expenses	500.00		500.00
Rent	6,150.00		6,150.00
Conference Fees	25.00		25.00
Indirect Costs (up to 10% of all of the above)	6,159.62		6,159.62
(included business information services and human resource allocations)			-
			-
			-
Amendment 2			-
Office Expenses		450.00	450.00
Printing/Advertising		550.00	550.00
Rent		-	-
Conference Fees		575.00	575.00
Indirect Costs (up to 8% of all of the above)		4,240.30	4,240.30
(City administration of grant activities as included in Business Administration & Human Resources Allocations)			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>Total</b>	<b>12,834.62</b>	<b>5,815.30</b>	<b>18,649.92</b>
<b>TOTAL</b>	<b>67,756.00</b>	<b>57,244.00</b>	<b>125,000.00</b>

SAP# 4100065633

## Appendix D-1

**PROGRAM SPECIFIC PROVISIONS****I. MEDICAL ASSISTANCE SERVICES**

This Grant Agreement is only to be used for services that are not compensable under the Medical Assistance program.

**II. CONFIDENTIALITY PROVISIONS**

The Grantee shall appropriately maintain the confidentiality of medical records and identifying information of individuals served by the Grantee under this Grant Agreement according to state and Federal requirements. The Grantee shall disclose such confidential information to the Department at the request of the Department. Any use or disclosure of records or identifying information of individuals served by the Grantee under this Grant Agreement for the purpose of research shall require the prior written approval of the Department.

**III. STANDARDS FOR THE PROVISIONS OF SERVICES**

- A. General Standards. The Grantee shall follow applicable state and Federal regulations, guidelines and other standards relating to the provision of maternal and child health services to individuals, including the content, periodicity, service linkages, and follow-up of those services, as well as any standards relating to conduct of systems operations. The Department draws the Grantee's attention to the following laws and regulations, without in any way diminishing the importance of those laws and regulations not specifically mentioned:
1. The Disease Prevention and Control Law of 1955, 35 P.S. § 521.1 et seq., and the regulations promulgated thereunder, set out at 28 Pa. Code § 27.1 et seq.
  2. Commonwealth regulations governing birth centers, set out at 28 Pa. Code § 501.1 et seq.
  3. The Newborn Child Testing Law, 35 P.S. § 621 et seq., and the regulations promulgated thereunder, set out at 28 Pa. Code § 28.1 et seq.
  4. The regulations governing confidentiality of maternal and child health information, set out at 28 Pa. Code § 29.1 et seq.
- B. Linkages. The Grantee shall provide for linkages and coordination of Title V and Title XIX-Medical Assistance (MA) services, and Title XXI-Children's Health Insurance Program (CHIP) services.
1. The Grantee shall provide services, either directly or through subgrantees, to identify pregnant women, infants, and children who are eligible for the MA/CHIP programs, and once identified, take action to assist the mothers and infants in applying for MA/CHIP.
  2. Documentation. The Grantee shall document those actions in its reports to the Department.
    - a. The Grantee shall maintain documented policies and procedure guidelines that are consistent with this Grant Agreement and with state and Federal laws.
    - b. The Grantee shall document its compliance with the requirements set out in this Paragraph III in its reports to the Department as outlined in Paragraph V, Reporting Requirements.

**IV. HEALTH DISPARITIES INITIATIVE**

The Bureau of Family Health is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child, and adolescent population. Healthy People 2020 defines a *health disparity* as "a particular type of health difference that is closely linked with social, economic, or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion."